

CITY ARBORIST

The City of Harrisburg is accepting applications for the position of City Arborist in the Department of Public Works. This position is directly responsible for the long-term care, management, and coordination of maintenance for all shrubs, plants, flowers, and trees located in City rights-of-way and public parks. The individual in this position is responsible for the implementation of the City's shade tree management plan, guiding the planning, pruning, and removal of City trees. This employee will have professional training, knowledge, skill, and ability in executing industry accepted pruning standards and tree risk assessment standards, and safety requirements for arboricultural operations. Work is performed under the general supervision of the Director of Public Works. Assignments are received and administered orally and in writing. This is a management, FLSA exempt position.

Qualified applicants will have a college degree in forestry, urban forestry, landscape architecture, or horticulture, plus two (2) years of experience in tree care or; a high school diploma, or equivalent, supplemented by training in arboriculture and tree maintenance, forestry, urban forestry or horticulture, plus four (4) years of increasingly responsible experience in tree maintenance, including at least three years in a supervisory capacity. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered. A minimum of one (1) year of supervisory experience is required. Candidates must maintain, or have the ability to obtain, certifications and licenses from the International Society of Arboriculture and State of Pennsylvania, Department of Agriculture. A valid Pennsylvania Driver's License, Class B, is required.

The annual salary range is \$44,000.00 to \$46,446.00, plus excellent fringe benefits.

The City intends to fill the position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, resume, and three employment references to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@cityofhbq.com **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.

Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE:

CITY ARBORIST – DEPARTMENT OF PUBLIC WORKS

Definition:

This position is directly responsible for the long-term care, management and coordination of maintenance for all shrubs, plants, flowers, and trees located in City rights-of-way and public parks. This position is responsible for the implementation of the City's shade tree management plan, guiding the planning, pruning and removal of City trees. The employee must have professional training, knowledge, skill and ability in executing industry accepted pruning standards and tree risk assessment standards; and safety requirements for arboricultural operations. Work is performed under the general supervision of the Director of Public Works. Assignments are received and administered orally and in writing. This is a management, FLSA exempt position.

Equipment/Job Location:

Work is performed in City parks and playgrounds, and along City streets where shade trees exist. Work involves the use of hand tools and small power tools, tractors, movers, packers, front-end loaders, chippers, chain saws, bucket trucks, and other equipment required to perform the duties of this position. Employee may be exposed to dust, dirt, fumes, vibrations, noise, hazardous chemicals, adverse work and weather conditions. Employees must be willing to work outdoors and in all types of weather. Duties are typically performed, depending on the season, weekdays from 6:00 a.m. – 2:30 p.m. or 7:00 a.m. – 3:30 p.m. Emergency calls are to be expected, as is holiday and weekend work.

Essential Functions:

Work involves responsibility for safe, timely and effective maintenance of the City's shade trees, and review of land development plans which include shade trees. This position also bears responsibility for establishing an annual work plan and budget, based on the results of ongoing assessments of the City's trees. It involves making complicated shade tree maintenance decisions, including resource allocation and the prioritization of work. Duties include overseeing, directing, coordinating and scheduling the work activities of crews involved in maintenance, pruning, care and removal of City shade trees. Gathers and analyzes information, determines recommendations and prepares reports. Determines operating procedures and recommends operating policies. Assists in preparing annual budgets and administers the budget within fund allocations. Coordinates operations with other City functions and government agencies. Coordinates unit operations and obtains the materials and equipment necessary to complete assigned projects and objectives. Advises employees, provides and supervises training. Enforces policy procedures, rules and regulations. Takes disciplinary action in accordance with the collective bargaining agreement when necessary. Assures safe work practice. Assist in performing maintenance and routine repairs of equipment. Applies and supervises the application of pesticides. Receives inquiries, complaints and requests from the public.

JOB TITLE:

CITY ARBORIST – DEPARTMENT OF PUBLIC WORKS

Essential Functions (cont.):

Conducts investigations and resolves citizen complaints. Makes recommendations for a resolution of the most difficult complaints to Public Works Director. Provides advice to residents regarding proper care of their shade trees, as requested and promotes tree preservation. Conducts inspections of the City's shade trees to evaluate their need for work. Works in conjunction with other Departments on matters concerning trees during the process of land development. Is on call for problems involving the City's shade trees, such as fallen limbs or trees. Assists in winter salting, plowing and snow removal operations as needed. Performs related work as required.

Non-Essential Functions:

Performs other related duties as assigned by supervisory personnel.

Required Knowledge and Abilities

- Ability to oversee, direct, coordinates and schedules the work activities of a crew.
- Ability to establish and administer shade tree management policies and procedures.
- Ability to perform budgeting, decision making and report development and writing.
- Ability to develop and implement shade tree management plans.
- Ability to communicate oral and written instructions to various personnel.
- Thorough knowledge and experience in tree care operations with the ability to climb trees at moderate to high heights (25 – 75 feet).
- Thorough knowledge of arboriculture, plant pathology, and entomology as applied to tree maintenance.
- Thorough knowledge of the operations, equipment, procedures, tools and materials used in tree maintenance.
- Thorough knowledge of tree identification, mensuration, and health/vigor assessment.
- Considerable knowledge of public administration principles and practices as applied to the operation of assigned programs.
- Ability to lift and carry 50 to 100 pounds of tools, equipment and materials, including tree limbs and debris daily.
- Ability to perform work that requires physical dexterity on a daily basis.
- Ability to perform job functions around moving machinery, including chainsaws and chipper machinery.
- Ability to be exposed to marked changes in temperature and humidity, including severe weather conditions.
- Ability to be exposed to dust, fumes, gases and noisy conditions.

JOB TITLE:

CITY ARBORIST – DEPARTMENT OF PUBLIC WORKS

Required Knowledge and Abilities (cont.)

- Ability to be exposed to biting and stinging insects and poisonous vegetation present in and around trees and tree debris.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers, vendors, contractors and the general public.

Qualifications:

- College degree in forestry, urban forestry, landscape architecture, or horticulture, plus Two (2) years of experience in tree care or;
- A high school diploma, or equivalent, supplemented by training, in arboriculture and tree maintenance, forestry, urban forestry or horticulture; plus four (4) years of increasingly responsible experience in tree maintenance services, including at least three years in a supervisory capacity; or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.
- A minimum of One (1) year of supervisory experience.
- Maintains or ability to obtain certification as an arborist through the International Society of Arboriculture within six (6) months of hire.
- Maintains or ability to obtain certification as a Municipal Specialist through the International Society of Arboriculture within one (1) year of hire.
- Possession of and the ability to maintain a State of Pennsylvania, Department of Agriculture, herbicide and insecticide licenses for the application of pesticides.
- Valid Pennsylvania Driver's License, Class B.